

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
NOMINATIONS AND HUMAN RESOURCE COMMITTEE MEETING

April 22, 2014

MEMBERS PRESENT: Beth Relich, Lisa Van Donsel, Tom Diedrick, Barb Robinson

ALSO PRESENT: Tom Smith, Senior Analyst Brown County Human Resources, Devon Christianson, Christel Giesen, Debra Bowers, Laurie Ropson

The meeting was called to order by Chairman Diedrick at 4:35p.m.

ADOPTION OF AGENDA: Beth Relich/Lisa VanDonsel moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES of February 18, 2014: Barb Robinson/ Beth Relich moved to approve the minutes of the February 18, 2014 meeting. **MOTION CARRIED.**

ENTER CLOSED SESSION TO CONSIDER: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session was held considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Chairman Diedrick moved the meeting into closed session at 4:37pm.

RETURN TO OPEN SESSION: Pursuant to 19.85 (1) of Wisconsin Statutes-a closed session was held considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Lisa/ Barb moved to approve returning to open session at 5:05pm **MOTIONED CARRIED.**

RE-ORGANIZATION OF RECEPTIONIST/SUPPORT TEAM:

Mrs. Christianson referenced the organizational chart provided in the packet and discussed the needs of the ADRC and the importance of cross-training all support staff to meet those needs. With vacancies in the Reception Team Lead and Secretary positions, an evaluation of the unit responsibilities, agency needs and resources was conducted and included individual, unit and agency staff input as well as learnings from process improvement efforts. The proposed reorganization ensures agency and consumer needs are met and includes revising the Office Assistant position, eliminating the Reception Team Lead and Secretary positions and filling those vacancies with an Office Assistant.

Ms. Robinson questioned the organizational structure with Office Assistants and Reception staff located in under the Finance and AddLife Coordinators rather than across all departments. Ms. Christianson stated the support team provides assistance to all consumers and departments at the ADRC and the organizational chart depicts the unit position and supervision. Ms. Relich shared that today it is common for departments to internally manage a greater amount of support work and feels that ADRC's organizational structure reflects this as well.

Ms. Robinson shared that when coming to the AddLife Center for classes or activities, she is aware of how busy the reception staff are and how valuable a greeter would be in welcoming customers.

Ms. VanDonsel expressed that the proposed reorganization would help to reduce the number of times consumers have to tell their story and discussed the benefit of this change.

Ms. VanDonsel/Ms. Relich moved to proceed with the proposed restructure as stated. **MOTION CARRIED.**

AddLIFE CENTER RETIREMENT-NEW POSITION DESCRIPTION-SUCCESSION

MS Christianson shared that Snooky Zuidmulder, AddLife Coordinator, has submitted her notice of retirement effective December 31, 2014. After consult with Brown County Human Resources, the position description was updated and posted internally allowing an opportunity for succession planning. Jeremy Slusarek, current Rural Outreach Coordinator and Dining Site Assistant, applied, interviewed and accepted the position, which will not go into effect until January of 2015 following Snooky's retirement, but will allow for seven months of mentoring and planning in preparation of the transition.

Ms. Relich/Ms. VanDonsel moved to approve the revised AddLife Coordinator job description and succession plan. **MOTION CARRIED.**

DEMENTIA CARE SPECIALIST JOB DESCRIPTION

Ms. Christianson explained that the Dementia Care Specialist grant application required the development of the attached job description for a Dementia Care Specialist position. Award announcements are expected within the next week and if selected the expectation is that we would fill the position quickly. Ms. VanDonsel/ Ms. Robinson moved to approve the job description and to fill the position if awarded the grant. **MOTION CARRIED.**

ADJOURN MEETING: Ms. VanDonsel/Ms. Robinson moved to adjourn the meeting at 5:34p.m. **MOTION CARRIED.**

Respectfully submitted,
Christel Giesen